

7 September 1954

McGraw-Hill Book Company, Inc.
330 West 42nd Street
New York 36, New York

Dear Sirs:

RELEASE

This Agency is engaged in the preparation of pamphlets for instructional use within the Agency which will carry the title "Basic Management Course Materials."

This work will be prepared, assembled and issued within the Agency using the multilith process.

It is anticipated that approximately 150 copies of this work will be produced. All copies will be marked "OFFICIAL USE ONLY" and none will be offered for sale.

Permission is requested to include in the above-identified work the following material, to wit:

- Chapter 13, "How to Build Communications" (adaptation)
- Chapter 14, "How to Increase Group Effectiveness" (adaptation)
- Chapter 15, "Your Daily Work Schedule" (adaptation)
- Chapter 19, "Setting Their Sights" (adaptation)

of the work entitled How To Be a Successful Leader, published by your company and written by Auren Uris.

page 1, line 1 to page 11, last line covering Chapter I,
"Get Up and Get Going"

of the work entitled Management Can Be Human, published by your company and written by Harvey Stowers.

It will be appreciated if you will indicate below, on one copy of this letter, whether the above-identified material, with an appropriate credit line, may be used in the above work. A self-addressed envelope is enclosed for your convenience.

/s/

MATTHEW BAIRD
Director of Training

Publisher's Permission:

The above requested RELEASE is hereby granted, royalty free.*

DATE: _____ (Name of copyright owner or authorized agent)
BY _____

(Title)

***In the event there is a charge or any special condition attached to your release, please give details in covering letter.**

OTR/EPR:djw (3 September 1954)

Distribution:

Orig. & 2 - Addressee
✓ 1 - OGC
1 - Baird (Yellow)
2 - MTD